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VOCA INTRODUCTION

This document is provided for use by all subrecipient staff receiving federal grant funds from the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, Victims of Crime Act Formula Grant program administered by the Tennessee Office of Criminal Justice Programs (OCJP). This guide is to serve as reference for the financial and programmatic requirements/responsibilities of projects funded through the Victims of Crime Act Grant Program.

This guide is not intended to replace more detailed technical assistance available from the OCJP Program Manager assigned to your project. Subrecipient staff are encouraged to address questions or concerns regarding the subject matter in this guide or other issues to your OCJP Program Manager.

VICTIMS OF CRIME ACT (VOCA) (CFDA#16.575)

In 1984, VOCA established the Crime Victims Fund in the U.S. Treasury and authorized the Fund to receive deposits of fines and penalties levied against criminals convicted of federal crimes. The Department of Justice is responsible for the distribution of the funds, which are collected by U.S. Attorney's Offices, U.S. Courts, and the U.S. Bureau of Prisons. This Fund provides the source of funding for all activities authorized by VOCA.

The purpose of the Victims of Crime Act (VOCA) is to provide high quality services that directly improve the health and well being of victims of crime with priority given to victims of child abuse, domestic violence, sexual assault and services for previously underserved victims.

The Office for Crime Victims (OVC) makes annual VOCA crime victim assistance grants from the Fund to states. The primary purpose of these grants is to support the provision of services to victims of crime throughout the nation. For the purpose of these Programs Guidelines, services are defined as those efforts that:

1. respond to the emotional and physical needs of crime victims;
2. assist primary and secondary victims of crime to stabilize their lives after victimization;
3. assist victims to understand and participate in the criminal justice system, provide victims of crime with a measure of safety and security such as boarding up broken windows and replacing or repairing locks.

The governor of each state designates the state agency that will administer the VOCA victim assistance grant program. In Tennessee, the Department of Finance and Administration, Office of Criminal Justice Programs is the administering agency. The designated agency establishes policies and procedures. VOCA funds granted to the states are to be used by eligible public and private nonprofit organizations to provide direct services to crime victims. States have sole

discretion for determining which organizations will receive funds, and in what amounts, as long as the subrecipients meet the requirements of VOCA.

This Guide incorporates by reference the provisions of the Office of Management and Budget (OMB) circulars and government-wide common rules applicable to grants and cooperative agreements. These circulars and common rules include the following:

Reference: [U.S. Department of Justice, Office of Justice Programs, Office of the Comptroller, Financial Guide](http://www.ojp.usdoj.gov/FinGuide/). Web address: <http://www.ojp.usdoj.gov/FinGuide/>

Circulars and Common Rules

OMB CIRCULARS:	
Administrative Requirements:	
<u>OMB Circular A-102</u>	"Grants and Cooperative Agreements with State and Local governments," revised October 7, 1994
<u>OMB Circular A-110</u>	"Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals and Other Non-Profit Organizations," November 19, 1993 (codified at 28 CFR Part 70).
Cost Principles:	
<u>OMB Circular A-21</u>	"Cost Principles for Educational Institutions," revised April 26, 1996 (codified at 28 CFR Part 66 by reference).
<u>OMB Circular A-87</u>	"Cost Principles for State, Local, and Indian Tribal Governments," revised May 4, 1995 (codified at 28 CFR Part 66, by reference).
<u>OMB Circular A-122</u>	"Cost Principles for Nonprofit Organizations" revised May 8, 1997 (Codified at 28 CFR Part 66, by reference)
Audit Requirements:	
<u>OMB Circular A-133</u>	"Audits of State, Local Government and Nonprofit Institutions," revised June 30, 1997 (codified at CFR Part 66 & Part 70). http://www.whitehouse.gov/OMB/grants/index.html

GOVERNMENT-WIDE COMMON RULES:

"Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Units of Government," dated March 11, 1988 (codified at 28 CFR Part 66). (Grants Management Common Rule for State and Local Units of Governments)

"Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-free Workplace (Grants)"(codified at 28 CFR Part 67.)

"New Restrictions on Lobbying" (Codified at 28 CFR Part 69).

For additional information on grants management and to obtain copies of current circulars and common rules, please visit the OMB website at www.whitehouse.gov/OMB/grants/index.html.

Reference: U.S. Department of Justice, Office of Justice Programs, Office of the Comptroller, [Financial Guide](#)
Web Address:<http://www.ojp.usdoj.gov/finguide>

CHAPTER I

VOCA ELIGIBLE SUBRECIPIENTS

VOCA specifies that an organization must provide services to crime victims and be operated by a public agency or nonprofit organization, or a combination of such agencies or organizations in order to be eligible to receive VOCA funding. Eligible organizations include victim services organizations whose sole mission is to provide services to crime victims. In addition to victim service organizations, whose sole purpose is to serve crime victims, there are many other public and nonprofit organizations with components that offer services to crime victims. These organizations are eligible to receive VOCA funds, if the funds are used to expand or enhance the delivery of crime victims' services. Organizations such as this include, but are not limited to the following:

- A **Criminal Justice Agencies** such as law enforcement organizations, prosecutors' offices, courts, corrections departments, and probation and paroling authorities are eligible to receive VOCA funding to help pay for victims' services
- B **Religiously-Affiliated Organizations** receiving VOCA funds must ensure that services are offered to all crime victims without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event. **Faith based and community organizations are required to abide by the same regulations and requirements specifically associated with the program under which you were awarded a grant as any other agency awarded funding.**
- C **State Crime Victim Compensation.** Compensation programs, including both centralized and decentralized programs, may receive VOCA assistance funds if they offer direct services to crime victims that extend beyond the essential duties of compensation staff such as claims investigations, distribution of information about compensation and referral to other sources of public and private assistance. Such services would include assisting victims in identifying and accessing needed services and resources.
- D **Hospital and Emergency Medical Facilities** must offer crisis counseling, support groups, and/or other types of victim service. VOCA funds may be awarded to a medical facility for the purpose of performing forensic examinations on sexual assault victims if (1) the examination meets the standards established by the state, local prosecutor's office, or statewide sexual assault coalition, and (2) appropriate crisis counseling and/or other types of victim services are offered to the victim in conjunction with the examination.
- E **Others state and local public agencies** such as mental health service organizations, state/local public child and adult protective services, state grantees, legal services agencies and programs with a demonstrated history of advocacy on

behalf of domestic violence victims, and public housing authorities that have components specifically trained to serve crime victims.

CHAPTER II

VOCA PROGRAM PURPOSE & REQUIREMENTS

A. PROGRAM PURPOSE

The primary purpose of the Victims of Crime Act (VOCA) Grant Program is to support the provision of services to victims of crime throughout the state. The Victims of Crime Act (VOCA) assists public agencies and nonprofit organizations in carrying out specific projects related to direct victim services. Services, for the purpose of this grant, are defined as follows: those efforts that respond to the emotional and physical needs of crime victims, efforts that assist primary and secondary victims of crime to stabilize their lives after victimization, and those efforts that assist victims to understand and participate in the criminal justice system, provide victims of crime with a measure of safety and security such as boarding up broken windows and replacing or repairing locks.

B. PROGRAM REQUIREMENTS

The intent of the Victims of Crime Act (VOCA) Grant Program is to provide direct services to victims of crime. The Department of Justice has defined a unit of local government as a general purpose political subdivision of a state, such as a city or county. Grants from this program can only be awarded to organizations that are operated by public or nonprofit organizations, or a combination of such organizations, and provide direct services to crime victims. Programs must have the support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and financial support from other sources.

VOCA establishes eligibility criteria that must be met by all organizations that receive VOCA funds. These funds are to be awarded to subrecipients only for providing services to victims of crime through their staff. Each subrecipient organization shall meet the following requirements:

1. **Public or Nonprofit Organizations.** Organizations must be operated by public or nonprofit organizations, or a combination of such organizations, and provide services to crime victims in order to receive VOCA funds.
2. **Record of Effective Services.** Programs must demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and financial support from other sources.
3. **Volunteers.** Subrecipient organizations must use volunteers unless the state determines there is a compelling reason to waive this requirement. A “compelling reason” may be a statutory or contractual provision concerning liability or confidentiality of counselor/victim information, which bars using volunteers for certain positions, or the inability to recruit and maintain volunteers after a sustained and aggressive effort. All requests for waivers must be made in writing to OCJP providing specific details.

All supervision, background checks, training requirements, file documentation, etc. for volunteers providing direct services must be consistent with the agency policy for paid staff providing the same or similar direct service(s).

NOTE: Agencies using volunteers as an in-kind match for their VOCA grant must ensure the volunteer(s) are performing VOCA allowable activities.

4. **Promote Community Efforts to Aid Crime Victims.** Promote, within the community, coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on state, federal, local, or Native American task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams. Coordination efforts also include developing written agreements that contribute to better and more comprehensive services to crime victims. Coordination efforts qualify an organization to receive VOCA victim assistance funds, but are not activities that can be supported with VOCA funds.
5. **Help Victims Apply for Compensation Benefits.** Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them documentation, and/or with application forms and procedures, obtaining necessary checking on claim status.

All victims who appear to be eligible must be notified of their right to apply for compensation from Criminal Injury Compensation. Documentation must be made in each case file indicating that the victim has or has not been informed of his/her right to file for compensation. If a client is not informed of his/her rights for compensation a valid reason must be documented in the case file. If a client is clearly not eligible for compensation, it must be documented in the case file along with a valid reason for non-eligibility. If there is any question relating to eligibility the client must be informed of his/her right to file for compensation.

All paid and volunteer staff, providing direct services to victims, must receive training on Criminal Injury Compensation once during each fiscal year. Training related to Criminal Injury Compensation must be documented in the grant file. Training may be provided by the Criminal Injury Compensation Program staff or staff within a subrecipient agency. In-house training should be based on the Tennessee Criminal Injury Compensation Program website and/or current pamphlets/information received from the Tennessee Criminal Injury Compensation Program, etc.

6. **Comply with Federal Rules Regulating Grants.** Subrecipients must comply with the applicable provisions of VOCA and the OCJP Administrative Manual which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. This includes: financial documentation for disbursements, daily time and attendance records specifying time devoted to allowable VOCA victim services, client files, the portion of the project supplied by other sources of revenue, job descriptions, contracts for services, and other records which facilitate an effective audit.
7. **Maintain Civil Rights Information.** Subrecipients must maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability, within the timetable established by OCJP. Reasonable access to

the books, documents, paper, and records to determine whether the subrecipient is complying with applicable civil rights laws must be permitted.

8. **Comply with State Criteria.** Subrecipients must abide by any additional eligibility or service criteria as established by OCJP including submitting statistical and programmatic information on the use and impact of VOCA funds, as requested by OCJP.
9. **Services to Victims of Federal Crimes.** Victims of federal crimes must be provided services on the same basis as victims of state and local crimes.
10. **No Charge to Victims for VOCA Funded Services.** Services are provided to victims at no charge through any VOCA funded program. Any deviation from this requires prior approval by OCJP. The purpose of the VOCA victim assistance grant program is to provide services to all crime victims regardless of their ability to pay for services rendered or availability of insurance or other third-party payment resources. Crime victims suffer tremendous emotional, physical, and financial losses. It was never the intent of VOCA to exacerbate the impact of the crime by asking the victim to pay for services.
Subrecipients must ensure that they have the capability to track program income in accordance with federal financial accounting requirements. All VOCA funded program and match income, no matter how large or small, is restricted to the same uses as the VOCA grant. Program income can be problematic because of the required tracking systems needed to monitor VOCA funded income and ensure that it is used only to make additional services available to crime victims. For example: VOCA often funds only a portion of a counselor's time. Accounting for VOCA program income generated by this counselor is complicated, involving careful record keeping by the counselor, the subrecipient program, and OCJP.
11. **Client-Counselor and Research Information Confidentiality.** Subrecipients are to maintain confidentiality of client-counselor information as required by state and federal law.
12. **Confidentiality of Research Information.** Except as otherwise provided by federal law, no subrecipient of VOCA funds shall use or reveal any research or statistical information furnished under this program by any person to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with VOCA. Such information shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial, legislative, or administration proceeding. These provisions are intended, among other things, to ensure the confidentiality of information provided by crime victims to counselors working for victim services programs receiving VOCA funds.

Whatever the scope of application given this provision, it is clear that there is nothing in VOCA or its legislative history to indicate that Congress intended to override or repeal, a state's existing law governing the disclosure of information which is supportive of VOCA's fundamental goal of helping crime victims. For example, this provision would not act to override or repeal, in effect, a state's existing law pertaining to the mandatory reporting of suspected child abuse.

Furthermore, this confidentiality provision should not be interpreted to thwart the legitimate informational needs of public agencies. For example, this provision does not prohibit a domestic violence shelter from acknowledging, in response to an inquiry by a law enforcement agency conducting a missing person investigation, that the person is safe in the shelter. Similarly, this provision does not prohibit access to a victim service project by a federal or state agency seeking to determine whether federal and state funds are being utilized in accordance with funding agreements.

13. **Comply With State Laws.** In order for law enforcement agencies to qualify for grant funds, the agency must comply with the following:
 - a. Fingerprints/UCR Reporting Requirement. The agency shall ensure that they will comply with Tennessee Code Annotated (TCA) 38-3-122, and will submit all fingerprints taken to the Tennessee Bureau of Investigation (TBI).
 - b. TIBRS Reporting Requirement. The agency shall ensure that they will comply with Tennessee Code Annotated (TCA) 38-10-101 et seq. and will submit crime statistics using the Tennessee Incident Based Reporting System (TIBRS) to the Tennessee Bureau of Investigation (TBI).
14. **Record Keeping.** The subrecipient must establish and maintain program records that assure project activities are in compliance with the approved project narrative. Such records must be readily available for review.
15. **Statutory Reporting.** Agencies must comply with Tennessee Code Annotated, *Section 37-1-403* and 37-1-605 by reporting suspected cases of child abuse to the Department of Children's Services and with Tennessee Code Annotated 71-6-103 by reporting cases of adult abuse to the Department of Human Services as required by law.

C. PROGRAM PRIORITIES

The Victims of Crime Act (VOCA) Grant Program identifies four (4) federal priority areas. They are as follows: domestic abuse, sexual assault, child abuse, and previously underserved populations. Applicants must choose one or more of these areas to address when requesting grant funds. Continuation applications must address the same purpose area as the previous grant award and demonstrate how the continuation application to be funded will achieve the goals and objectives of the proposal.

CHAPTER III

VOCA REPORTING REQUIREMENTS

All subrecipients are responsible for periodic reporting of output and outcome data on their projects to OCJP. Reporting requirements for VOCA subrecipients include:

- A. [U.S. Department of Justice Subgrant Award Report \(SAR\)](#)
- B. Semi-Annual Outcome Report
- C. OCJP VOCA Annual Output Report
- E. Annual Outcome Reporting
- F. **Projected Output Report**
- F. [VOCA Year End Reconciliation Form](#)

These reports are used to monitor projects, fulfill federal grant reporting requirements, provide information for state strategies, assist OCJP in determining project success and funding allocations, and initiate monthly payments to the VOCA subrecipient. **Examples of each form are provided in [VOCA Appendix B](#). Forms may be reproduced locally, but should maintain the original format and content.**

The subrecipient is required to gather and maintain statistical data relating to grant project activities as required by the Office of Criminal Justice Programs. The data collected should support the information submitted on the semi-annual and annual reports. OCJP may periodically request to see the back-up data that supports the information submitted on your semi-annual and annual output and outcome reports.

The Project Director is responsible for timely submission of completed **program and fiscal** reports. **Note: Inability to submit required reports in a timely fashion is considered failure of a required contract obligation.**

- A. [U.S. Department of Justice Subgrant Award Report \(SAR\)](#): This report is required for each organization that receives VOCA funds. The SAR must be completed **on line** (see [VOCA Appendix B](#)), no later than July 31st of the fiscal year for which the report is completed. **The SAR will be available on our website at <http://www.state.tn.us/finance/rds/ocjp.htm>. A new SAR must be completed for each fiscal year for which grant dollars are received by an agency.** The information submitted projects how funding will be allocated to victim services throughout the grant period. The program director is responsible for ensuring that the project expense adheres to the financial restraints noted in the SAR. For example, if an agency reports on the SAR that \$25,000 will be spent for sexual assault services and \$25,000 will be spent for domestic violence services it is the program director's responsibility to make sure the programs do not exceed the allotted amounts.
- B. **Semi-Annual Outcome Reporting:** outcome reporting is required of all subrecipients at mid-year. **Semi-annual Outcome Report covers the period July 1st through December 31st.** Outcomes are benefits resulting for the participants from the program activities. OCJP is interested in collecting project outcome data based on the "core outcomes" by project type. The Semi-Annual Outcome Report will be available on our website at

<http://www.state.tn.us/finance/rds/ocjp.htm> and should be submitted to OCJP by January 31st. (See [VOCA Appendix E](#) for Required Client Outcome Indicators and Measures)

- C. **OCJP VOCA Annual Output:** Each subrecipient is required to submit specific grant performance data using the OCJP provided form no later than July 31st. The Annual Output Report will be available on our website at <http://www.state.tn.us/finance/rds/ocjp.htm>
- D. **Annual Outcome Reporting:** The second outcome report is required at the end of each contract year. **The Annual Outcome Report covers the period of January 1st through June 30th.** The Annual Outcome Report should be submitted to OCJP by July 31st. **Community and/or Collaborator Surveys** (as required based on your program type) cover the period **July 1-June 30**. The Annual Outcome Report will be available on our website at <http://www.state.tn.us/finance/rds/ocjp.htm>. The Community and/or Collaborator Survey Reports should be reported annually to OCJP by July 31. (See [VOCA Appendix F](#) for Sample Victim/Community/Collaborator Surveys)

NOTE: **Subrecipient programs** are not required to use client surveys to collect required **core outcome data**, but they are required to provide data addressing the core outcome indicators and measures for your specific project type, using a standard five-point scale (**Strongly Agree to Strongly Disagree**) for all client feedback and satisfaction data. **Subrecipients should not change the substance of the core outcome measures.** **Subrecipient agencies** may choose to use other available data sources to further validate and verify subrecipient data i.e. exit interviews, case notes, focus groups, staff observation, etc. **Data based on staff observations should be submitted as supplemental and NOT mixed with client feedback data.**

Data may be collected on the required satisfaction measures separately from participant outcome data in order to assure confidentiality. If a separate process is used to collect data on the required satisfaction measures, that process must be separately described in the logic model project narrative. [See Appendix H Rules/Guidelines for OCJP Required Data Collection.](#)

- E. **Projected Outcome Report:** Projecting outputs is a requirement of all subrecipients at the beginning of each contract year. Subrecipients are asked to project the number of outputs to be achieved during the upcoming contract year. Projected output reports should be submitted by July 31st for the upcoming contract period July – June. The data will assist OCJP in evaluating the planned versus actual activities funded through the grant.
- F. **[VOCA Year End Reconciliation Form:](#) (REPLACES THE U.S. DEPARTMENT OF JUSTICE SUB GRANT AWARD RECONCILIATION FORM)** This report is to be submitted **on line at the end of** the fiscal year. The report should be submitted to OCJP by **July 31**. Please note that **yearly expenditures** and the amounts shown on the **VOCA Year End Reconciliation Form (Actual Amount Spent column)** must **balance and relate to the dollar amounts projected each year on the SAR**. The purpose of this report is to reconcile the federal dollars actually spent throughout the grant period with the projection made on the original SAR sent to OCJP at the beginning of the grant period **so that appropriate dollar amounts are allocated to each of the four VOCA priority areas.** (See [VOCA Appendix B](#)) The report will be available on our website at <http://www.state.tn.us/finance/rds/ocjp.htm>.

[Please click here for OCJP Reports \(OCJP Chapter VII\)](#)

VOCA REPORTING SCHEDULE

Name of Report		Dates Covered	Date Due	Person Sent To
D.	U.S. Department of Justice Sub-grant Award Report (SAR)	Current fiscal year	July 31 st	SUBMITTED AS AN ONLINE REPORT
E.	Semi-Annual Outcome Reporting	July 1-December 31	January 31 st	SUBMITTED AS AN ONLINE REPORT
F.	OCJP VOCA Annual Output Report	Current fiscal year	July 31 st	SUBMITTED AS AN ONLINE REPORT
G.	Annual Outcome Reporting	January 1-June 30	July 31 st	SUBMITTED AS AN ONLINE REPORT
H.	VOCA Year End Reconciliation Form	July-June	July 31	SUBMITTED AS AN ONLINE REPORT
I.	Projected Output Report	Upcoming Contract Period July to June	July 31 st	SUBMITTED AS AN ONLINE REPORT
J.	Policy 03 Quarterly Expense and Revenue Report (Non Profit Agencies Only)	1 st Quarter 2 nd Quarter 3 rd Quarter 4 th Quarter	1 st Quarter/10-15 2 nd Quarter/1-15 3 rd Quarter/4-15 4 th Quarter/7-30	Janet Stewart Office of Criminal Justice Programs 312 8th Avenue North, Suite 1200 William R. Snodgrass Tennessee Tower Nashville, TN 37243-1700 Janet.Stewart@state.tn.us
K.	Tennessee Department of Finance & Administration Invoice for Reimbursement	Prior Month	Monthly	Office of Business & Finance Department of Finance and Administration 20 th Floor Tennessee Tower 312 8th Avenue North, Suite 1200 William R. Snodgrass Tennessee Tower Nashville, TN 37243-1700 OCJPINVOICE@state.tn.us
L.	Project Equipment Summary Report (If applicable)	Current Fiscal Year	30 days past the end of the State fiscal year (July 31)	Program Manager Office of Criminal Justice Programs 312 8th Avenue North, Suite 1200 William R. Snodgrass Tennessee Tower Nashville, TN 37243-1700
M.	OCJP Quarterly Program Income Summary Report (Government Agencies only) (If applicable)	1 st Quarter 2 nd Quarter 3 rd Quarter 4 th Quarter	1 st Quarter/10-15 2 nd Quarter/1-15 3 rd Quarter/4-15 4 th Quarter/7-30	Janet Stewart Office of Criminal Justice Programs 312 8th Avenue North, Suite 1200 William R. Snodgrass Tennessee Tower Nashville, TN 37243-1700 Janet.Stewart@state.tn.us

PLEASE PAY CLOSE ATTENTION TO THE LAST COLUMN AND SEND REPORTS TO THE PERSON LISTED.

CHAPTER IV

VOCA ALLOWABLE COSTS

Allowable costs are those cost principles identified in [OMB Circular A-87](#) for State and local Government, [OMB Circular A-122](#) for Non-Profit Organizations, and in the grant program's authorizing legislation. In addition costs must be reasonable, allocable, necessary to the project, and comply with the funding statute requirements. The following is a listing of services, activities, and costs that are eligible for support with VOCA victim assistance grant funds within a subrecipient's organization.

- A. **Immediate Health and Safety** - Those services which respond to the immediate emotional and physical needs (excluding medical care) of crime victims such as crisis intervention, accompaniment to hospitals for medical examinations, hotline counseling, emergency food, clothing, transportation, and shelter (including emergency, short term nursing home shelter for elder abuse victims for whom no other safe, short term residence is available), and other emergency services that are intended to restore the victim's sense of security. This includes services that offer an immediate measure of safety to crime victims such as boarding up broken windows and replacing or repairing locks. Also allowable is emergency legal assistance such as filing restraining orders and obtaining emergency custody/visitation rights when such actions are directly connected to family violence cases and are taken to ensure the health and safety of the victim.
- B. **Mental Health Assistance** consists of those services and activities that assist the primary and secondary victims of crime in understanding the dynamics of victimization and in stabilizing their lives after victimization such as counseling, group treatment, and therapy.
- C. **Assistance with Participation in Criminal Justice Proceedings** may include advocacy on behalf of crime victims, accompaniment to criminal justice offices and court, transportation to court, child care or respite care to enable a victim to attend court, notification of victims regarding trial dates, case disposition information, parole consideration procedures, and assistance with victim impact statements. VOCA funds cannot be used to pay for non-emergency legal representation such as for divorces or civil restitution recovery efforts.
- D. **Forensic Examinations** are allowable only to the extent that other funding sources (such as state compensation, private insurance, or public benefits) are unavailable or insufficient and, such exams conform with state evidentiary collection requirements.
- E. **Costs Necessary and Essential to Providing Direct Services** includes pro-rated costs of rent, telephone services, transportation costs for victims to receive services, emergency transportation costs that enable a victim to participate in the criminal justice system, and local travel expenses for service providers.

- F. **Special Services** assist victims with managing practical problems created by the victimization such as acting on behalf of the victim with other service providers, creditors, or employers, assisting the victim to recover property that is retained as evidence, assisting in filing for compensation benefits, and helping to apply for public assistance.
- G. **Personnel Costs** that are directly related to providing direct services, such as staff salaries and fringe benefits, including malpractice insurance, the cost of advertising to recruit VOCA funded personnel, and the cost of training paid and volunteer staff.
- H. **Restorative Justice** includes opportunities for crime victims to meet with perpetrators, if such meetings are requested or voluntarily agreed to by the victim and have possible beneficial or therapeutic value to crime victims. At a minimum the following should be considered when conducting these meetings:
 - 1. the safety and security to the victim
 - 2. the benefit or therapeutic value to the victim
 - 3. the procedures for ensuring that participation of the victim and the offender are voluntary and that everyone understands the nature of the meeting
 - 4. the provision of appropriate support and accompaniment for the victim
 - 5. appropriate “debriefing” opportunities for the victim after the meeting or panel
 - 6. the credentials of the facilitators and
 - 7. the opportunity for a crime victim to withdraw from the process at any time

VOCA assistance funds cannot be used for victim-offender meetings, which serve to replace criminal justice proceedings.

The services, activities, and costs listed below are not generally considered direct crime victim services, but are often a necessary and essential activity to ensure that quality direct services are provided. Before these costs can be supported with VOCA funds, OCJP and the subrecipient must agree that direct services to crime victims cannot be offered without support for these expenses, that the subrecipient has no other source of support for them and that only limited amounts of VOCA funds will be used for these purposes. This must be agreed to at the time of grant application and funding.

- I. **Skills Training for Staff:** VOCA funds designated for training are to be used exclusively for developing the skills of direct service providers so that they are better able to offer quality services to crime victims. VOCA funds can be used for training both VOCA funded and non-VOCA funded service providers who work within a VOCA subrecipient organization. Volunteers can be included in VOCA supported training with **prior approval** from OCJP. All training supported with VOCA funds must relate directly to the purpose statement of the VOCA funded grant. VOCA funds cannot be used for management and administrative training for executive directors, board members, and other individuals that do not provide direct services.
- J. **Training Materials:** VOCA funds can be used to purchase material such as books, training manuals, and videos for direct service providers, within the VOCA funded organization, and can support the costs of a trainer for in-service staff development. Staff

from other organizations can attend in-service training activities that are held for the subrecipient's staff.

- K. **Training Related Travel:** VOCA funds can support costs such as travel, meals, lodging, and registration fees to attend training within the state or a similar geographical area. Subrecipients are encouraged to first look for available training within their immediate geographical area. However, when needed training is unavailable within the immediate area, OCJP may authorize using VOCA funds to support training outside of the geographical area. Expenses and reimbursements for all in state and out of state travel must follow the State of Tennessee Comprehensive Travel Regulations or the subrecipient travel regulations/rates, if lower.
- L. **Equipment and Furniture:** VOCA funds may be used to purchase furniture and equipment that provides or enhances direct services to crime victims. VOCA funds cannot support the entire cost of an item that is not used exclusively for victim-related activities. However, VOCA funds can support a prorated share of such an item. Subrecipients cannot use VOCA funds to purchase equipment for another organization or individual to perform a victim-related service.

Examples of allowable costs may include beepers, typewriters and word processors, video tape cameras and players for interviewing children, two-way mirrors, equipment and furniture for shelters, work spaces, victim waiting rooms, and children's play areas. The costs of furniture, equipment such as Braille equipment or TTY/TTD machines for the deaf, or minor building alterations/improvements that make victims services more accessible to persons with disabilities are allowable.

- M. **Purchasing or Leasing Vehicles:** Subrecipients may use VOCA funds to purchase or lease vehicles if they can demonstrate to OCJP that such expenditure is essential to delivering services to crime victims. OCJP must give PRIOR approval for all such purchases.
- N. **Advanced Technologies:** At times, computers may increase a subrecipient's ability to reach and serve crime victims. In making such expenditures, VOCA subrecipients must describe to OCJP how the computer equipment will enhance services to crime victims, how it will be integrated into and/or enhance the subrecipient's current system, the cost of installation, the cost of training staff to use the computer equipment, the ongoing operational costs, such as maintenance agreements, supplies, and how these additional costs will be supported.

Property insurance is an allowable expense as long as VOCA funds support a prorated share of the cost of the insurance payments. Property records must be maintained with the following: a description of the property and a serial number or other identifying number, identification of title holder, the acquisition date, the cost and the percentage of VOCA funds supporting the purchase, the location, use, and condition of the property, and any disposition data, including the date of disposal and sale price.

Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. Purchases of computer and

software, hardware and other related equipment must follow the Office of Criminal Justice Program's Computer Policy Guidelines, in [OCJP Appendix C](#). **Contact your OCJP Program Manager prior to any purchases of computer or telecommunications equipment.**

- O. **Contracts for Professional Services:** VOCA funds generally should not be used to support contract services. At times, however, it may be necessary for VOCA subrecipients to use a portion of the VOCA grant to contract for specialized services. Examples of these include assistance in filing restraining orders or establishing emergency custody/visitation rights (the provider must have a demonstrated history of advocacy on behalf of domestic violence victims), forensic examinations on a sexual assault victims to the extent that other funding sources are unavailable or insufficient, emergency psychological or psychiatric services, or sign and/or interpretation for the deaf or for crime victims whose primary language is not English. Subrecipients are prohibited from using a majority of VOCA funds for contracted services which contain administrative, overhead, and other indirect costs included in the hourly or daily rate.
- P. **Operating Costs:** Examples of allowable operating costs include supplies, equipment use fees, when supported by usage logs, printing, photocopying, and postage, brochures which describe available services, and books and other victim related materials. VOCA funds may support administrative time to complete VOCA required time and attendance sheets and programmatic documentation, reports, and statistics, administrative time to maintain crime victim's records, and the pro-rated share of audit costs.
- Q. **Supervision of Direct Service Providers:** OCJP may provide VOCA funds for supervision of direct service providers when they determine that such supervision is necessary and essential to providing direct services to crime victims. For example, OCJP may allow a subrecipient to use VOCA funds to support a coordinator of volunteers or interns is a cost-effective way of serving more crime victims.
- R. **Repair and/or Replacement of Essential Items:** VOCA funds may be used for repair or replacement of items that contribute to maintaining a healthy and/or safe environment for crime victims, such as a furnace in a shelter. In the event that a vehicle is purchased with VOCA funds, related items, such as routine maintenance and repair costs, and automobile insurance are allowable. Requests for expending VOCA funds will be scrutinized to ensure the following:
 - 1. that the building or vehicle is owned by the subrecipient organization and not rented or leased
 - 2. all other sources of funding have been exhausted
 - 3. there is no available option for providing the service in another location
 - 4. that the cost of the repair or replacement is reasonable considering the value of the building or vehicle
 - 5. the cost of the repair or replacement is pro-rated among all sources of income.
- S. **Public Presentations:** VOCA funds may be used to support presentations that are made in schools, community centers, or other public forums, and that are designed to identify

crime victims and provide or refer them to needed services. Specifically, activities and costs related to such programs including presentation materials, brochures, and newspaper notices can be supported by VOCA funds.

- T. **Consultant Fees:** Individual consultant fees are limited to \$450 per day or \$56.25 per hour. Consultants that are paid for using VOCA dollars must provide direct services to crime victims.

[Please click here for OCJP Allowable Costs \(OCJP Chapter XIV\)](#)

CHAPTER V

UNALLOWABLE COSTS

Unallowable costs are those cost principles identified in the [OMB Circular A-87](#) for State and Local Governments and [OMB Circular A-122](#) for Non-Profit Organizations and in the grant program's authorizing legislation.

The following services, activities, and costs, although not exhaustive, **CANNOT** be supported with VOCA victim assistance grant funds at the subrecipient level.

- A. **Lobbying and Administrative Advocacy:** VOCA funds cannot support victim legislation or administrative reform, whether conducted directly or indirectly.
- B. **Perpetrator Rehabilitation and Counseling:** Subrecipients cannot knowingly use VOCA funds to offer rehabilitative services to offenders. Likewise, VOCA funds cannot support services to incarcerated individuals, even when the service pertains to the victimization of that individual.
- C. **Needs Assessments, Surveys, Evaluations, Studies:** VOCA program funds may not be used to pay for efforts conducted by individuals, organizations, task forces, or special commissions to study and/or research particular crime victim issues.
- D. **Prosecution Activities:** VOCA funds cannot be used to pay for activities that are directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency, such as witness notification and management activities and expert testimony at a trial. In addition, victim witness protection costs and subsequent lodging and meal expenses are considered part of the criminal justice agency's responsibility and cannot be supported with VOCA funds.
- E. **Fundraising Activities:** Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, may not be charged either as direct or indirect costs against the award. Neither the salary of persons engaged in such activities nor indirect costs associated with those salaries may be charged to the award, except insofar as such persons perform other funding-related activities.

An organization may accept donations (i.e., goods, space, services) as long as the value of the donations is not charged as a direct or indirect cost to the grant.

A subrecipient may also expend funds, in accordance with approved award terms, to seek future funding sources to "institutionalize" the project, but not for the purpose of raising funds to finance related or complementary project activities.

An organization may accept donations (i.e., goods, space, and services) as long as the value of the donation is not charged as a direct or indirect cost to the award. A subrecipient may also expend funds, in accordance with approved award terms, seek

future finding sources to “institutionalize” the project, but not for the purpose of raising funds to finance related or complementary project activities.

Nothing in this section should be read to prohibit a subrecipient from engaging in fund raising activities as long as Federal funds do not finance such activities.

- F. **Indirect Organizational Costs:** The costs of liability insurance on buildings, capital improvements, security guards and body guards, property losses and expenses, real estate purchases, mortgage payments, and construction may not be supported with VOCA funds.
- G. **Property Loss:** Reimbursing crime victims for expenses incurred as a result of a crime such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages, and medical bills is not allowed.
- H. **Most Medical Costs:** VOCA funds cannot pay for nursing home care (emergency short-term care previously described is allowable), home health-care costs, inpatient treatment costs, hospital care, and other types of emergency and non-emergency medical and/or dental treatment. VOCA victim assistance grant funds cannot support medical costs resulting from victimization, except for forensic medical examinations for sexual assault victims.
- I. **Relocation Expenses:** VOCA funds cannot support relocation expenses for crime victims such as moving expenses, security deposits on housing, ongoing rent, and mortgage payments. However, VOCA funds may be used to support staff time in locating resources to assist victims with these expenses.
- J. **Administrative Staff Expenses:** Salaries, fees and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators, and other individuals, are not allowed, unless these expenses are incurred while providing direct services to crime victims.
- K. **Development of Protocols, Interagency Agreements, and Other Working Agreements:** These activities benefit crime victims, but they are considered examples of the types of activities that subrecipients undertake as part of their role as a victim services organization, which in turn qualifies them as an eligible VOCA subrecipient.
- L. **Costs of Sending Individual Crime Victims to Conferences**
- M. **Activities Exclusively Related to Crime Prevention**
- N. **Inherently religious activities.**

Please note: THIS LIST IS NOT ALL-INCLUSIVE. For further clarification contact OCJP.

[Please click here for OCJP Unallowable Costs \(OCJP Chapter XV\)](#)

CHAPTER VI

VOCA PERFORMANCE MEASUREMENT AND DECISION MAKING

A. PERFORMANCE MEASUREMENT ([See VOCA Appendix G](#))

1. The Office of Criminal Justice Programs, like all funders, wants to be a responsible steward of limited federal and state grant money. To accomplish this goal, OCJP works to assure that grants are awarded to agencies that can demonstrate they make a difference for clients. The change in focus, for subrecipient agencies, from outputs to outcomes has provided OCJP with the opportunity to work with our subrecipient agencies
 - a. to equip them with the tools and experience they need to manage their operations
 - b. to demonstrate their accountability.
2. OCJP is interested in subrecipient agencies improving performance, not simply in quantifying their effort. It has been demonstrated that agencies that want to survive and flourish must make significant efforts to continually improve performance and to be able to prove it with verifiable measurements
3. Although output data is still important and will continue to be collected and submitted to our federal funders, outcome data has provided us with information related to the results of agency efforts on the clients the OCJP/subrecipient partnership serves. Outcome information describes some change in the participant's condition and establishes the benefits of the funding in measurable terms.
4. There are basically three reasons for attending to client outcomes:
 - a. **To Improve Program Performance** - Agencies exist to help clients find better lives. Agencies want clients safer, more informed, aware of their options and exercising better judgment. Subrecipient agencies need solid information about how well their clients are doing in order to continue improving the quality of their programs.
 - b. OCJP and other funding sources must be in a position to make funding decisions:
 - When funds are available, funding agencies need information on results to decide which service models to support

- When funds are limited, funding agencies must be able to direct limited resources toward approaches known to work.

c. **To Meet Federal Reporting Requirements.**

5. OCJP will continue to expect programs to use the logic model to describe how their grant-funded project theoretically works to benefit the target group. OCJP will also continue to collect and use **output and** outcome information as we manage our federal grants.
6. **OCJP does not collect information with which to compare one program or project with another. However, OCJP publishes data on our website by which any agency can compare their own data with data reported by like projects.**

B. **OCJP DECISION-MAKING**

1. OCJP conducts a Performance Management Reviews (PMR) of each subrecipient contract each year. The performance review process consists of a detailed weighing system which provides a historical perspective of past and present subrecipient performance.
2. The PMR consists of the following criteria, based on a 100-point scale: (See [VOCA Appendix G](#))
 - a. **Integrity of Program Design** – the logic model description of the program (20%)
 - b. **Reporting History** – compliance with output and outcome reporting requirements. (20%)
 - c. **Program Performance** – considering compliance with victim and community/collaborator outcome measurement requirements; notification to OCJP of pertinent changes; history of spending; program manual understanding and overall program effectiveness. (40%)
 - d. **Contract Monitoring** – ratings will examine program and fiscal findings. (20%)
3. OCJP will make funding/allocation decisions based on:
 - a. Performance Management Review Ratings
 - b. The funding priorities and requirements of the funding source
 - c. Ensuring that funds are allocated across the state in a defensible and equitable manner.

FEDERAL LEGISLATIVE AUTHORITY

16.575 OFFICE FOR VICTIMS OF CRIME

AUTHORIZATION: Victims of Crime Act of 1984 (VOCA), as amended, Public Law 98-473, Chapter XIV, 42 U.S.C. 10601, et seq., Section 1402, Section 1404, Children's Justice and Assistance Act of 1986, as amended, Public Law 99-401, Section 102 (5)(b)(ii); Anti-Drug Abuse Act of 1988, Title VII, Subtitle D, Public Law 100-690; Crime Control Act of 1990, Public Law 101-647; Federal Courts Administration Act of 1992, Public Law 102-572; Departments of Commerce, Justice, State, the Judiciary, and Related Agencies Appropriations Act of 1994; Violent Crime Control and Law Enforcement Act of 1994, Subtitle C, Public Law 104-132; Anti-Terrorism and Effective Death Penalty Act of 1996.

OBJECTIVES: The first \$6,200,000 deposited in the Crime Victims fund in each of the fiscal years 1992 through 1995 and the first \$3,000,000 in each fiscal year thereafter shall be available to the judicial branch for administrative costs to carry out the functions of the judicial branch under Section 3611 and 3612 of Title 18, United States Code. The next \$10,000,000 deposited in the fund shall be available for grants under Section 1404A. Of the remaining amount deposited in the fund in a particular year, 48.5 percent shall be available for grants under 1404(a). Three percent shall be available for grants under 1404(c).

Under Section 1404B, the OVC Director may make supplemental grants for providing compensation and assistance to residents, who while outside of the U.S. become victim of a terrorist act or mass violence; eligible State compensation and assistance programs to provide emergency relief, including crisis assistance, training, technical assistance for the benefit of victims of terrorist acts or mass violence occurring within the U.S.; and U.S. Attorney's Office for use in coordination with State victim compensation and assistance efforts in providing services to victims of terrorist acts or mass violence occurring within the U.S.

Under Section 1402 the Director of OVC may retain funds in an emergency reserve fund in excess of 100% of the total amount deposited in the Crime Victim Fund during the preceding fiscal year, up to \$50 million to supplement the above grants and to supplement victim compensation and assistance programs in years the Fund decreases and additional monies are needed to support State programs. A primary purpose of this program is to stimulate State participation and support for victim services programs and promote victim cooperation with law enforcement, in addition to the direct benefit to crime victims with Federal assistance monies.

USES AND USE RESTRICTIONS: Funds under this program shall be used by states and territories to provide direct services to crime victims with the following exception: States may retain up to 5 percent of their grant for administrative purposes. The base amount of grants under this program shall be \$500,000 to each State, the American Samoas, the District of Columbia, Guam, Northern Mariana Islands, Puerto Rico, and the United States Virgin Islands. That portion of the remaining funds will be divided among all States or territories according to population (U.S. Census Bureau). If the amount available for grants under this program is insufficient to provide \$500,000 to each State, the base amount available shall be distributed equally among the States and territories. A victim assistance program is an eligible crime victim assistance program under VOCA if it:

- (A) is operated by a public agency or a nonprofit organization, or a combination of such agencies or organizations or both such agencies and organizations, and provides services to victims of crime;
- (B) Demonstrates (i) a record of providing effective services to victims of crime and (ii) substantial financial support from nonfederal sources;

- (C) Utilizes volunteers in providing such services, unless and to the extent the chief executive determines that compelling reasons exist to waive this requirement;
- (D) Promotes within the community served coordinated public and private efforts to aid crime victims, and
- (E) Assists potential recipients in seeking crime victim compensation benefits.

An eligible crime victim assistance program shall expend sums received under subsection (a) only for providing direct services to victims of crime. The chief executive of each State shall (A) certify that priority shall be given to eligible crime victim assistance programs providing assistance to victims of sexual assault, spousal abuse, or child abuse, and to programs serving previously underserved victims of violent crime, as determined by the State, (B) certify that funds awarded to eligible crime victim assistance programs will not be used to supplant State and local funds otherwise available for crime victim assistance; and provide such other information and assurances related to the purposes of this section as the Director may reasonably require.

As used in this program, (1) the term “State” includes the District of Columbia, the Commonwealth of Puerto Rico, the United States Virgin Islands, and any other territory or possession of the United States; and (2) the term “services to victims of crime” includes (a) crisis intervention services to provide emotional support in cases arising from the occurrence of crime; (b) providing, in an emergency, transportation to court, short-term child care services, and temporary housing and security measures; assistance in participating in criminal justice proceedings; (d) payment of all reasonable costs for a forensic medical examination of sexual assault victims, to the extent that such costs are otherwise not reimbursed or paid; (3) the term “chief executive” includes a person designed by the governor to perform the function of the chief executive under this section.

FORMULA AND MATCHING REQUIREMENTS: Awards will be made on the basis of population with a base amount of \$500,000. Fund availability may necessitate a base change. There are no matching requirements for discretionary or state formula grantees.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Any State, the District of Columbia, all Commonwealths and any other territory or possession of the United States are eligible. Funds will be subgranted to eligible public and nonprofit organizations or combinations of such agencies or organizations or of both such agencies and organizations, who provide direct services to victim of crime.

Beneficiary Eligibility: Any member of the general public who has been a victim of crime or those who are survivors of victims of crime.

Credentials/Documentation: Applications from the designated State agency for this program must be submitted on Standard Form 424 at a time specified by the Office for Victims of Crime, Office of Justice Programs. The State grant applicant, by completing the grant application, and by receiving a VOCA victim assistance grant award, certifies:

- (1) that funds awarded to eligible crime victim assistance programs will not be utilized to supplant State and/or local funds that would be available for crime victim assistance.
- (2) that the state will provide such accounting, auditing, monitoring and evaluation procedures as may be necessary, and keep such records as the Office of Justice Programs may prescribe, to assure fiscal control, proper management and efficient disbursement of Federal Funds;

- (3) that the State shall give priority to programs aiding victims of sexual assault, spousal abuse, or child abuse, and to programs serving previously underserved victims of violent crimes as determined by the state;
- (4) that the State will submit to the Office of Justice Programs Subgrant Award Reports and Performance Reports concerning the activities carried out with the Federal funds received and will maintain and report such data and information as required;
- (5) that the State will adhere to the audit and financial management requirements set forth in the effective edition of the OJP Financial Guide;
- (6) that the State will comply with all applicable Federal nondiscrimination requirements
- (7) that the information in the application is correct; and that the State will comply with all applicable provisions of the Victims of Crime Act and other Federal laws, regulations, and circulars. Costs will be determined in accordance with OMB Circular No. A-87 for State and local governments.

SUBGRANT AWARD REPORT

1.a SUBGRANTEE AGENCY NAME AND ADDRESS: <div style="border: 2px solid red; padding: 10px; text-align: center; color: white; font-weight: bold; margin: 10px auto; width: fit-content;"> EXAMPLE ONLY— THIS REPORT IS SUBMITTED ELECTRONICALLY </div> b. PROJECT DIRECTOR: c. TELEPHONE NUMBER: d. CONGRESSIONAL DISTRICT:		2. PURPOSE OF VOCA SUB GRANT AWARD: <input type="checkbox"/> START UP A NEW VICTIM SERVICES PROJECT <input type="checkbox"/> CONTINUE A VOCA FUNDED VICTIM PROJECT FUNDED IN A PREVIOUS YEAR <input type="checkbox"/> EXPAND OR ENHANCE AN EXISTING PROJECT NOT FUNDED BY VOCA IN THE PREVIOUS YEAR <input type="checkbox"/> START UP A NEW NATIVE AMERICAN VICTIM SERVICES PROJECT <input type="checkbox"/> EXPAND OR ENHANCE AN EXISTING NATIVE AMERICAN PROJECT	
3.a. FEDERAL AMOUNT OF AWARD: \$ _____ b. GRANT NUMBER: \$ _____ c. PROJECT BEGIN DATE: _____ d. PROJECT END DATE: _____		4. SUB GRANT MATCH a. VALUE OF IN-KIND MATCH: \$ _____ b. CASH MATCH: \$ _____ c. TOTAL MATCH: \$ _____	
5. THESE VOCA FUNDS WILL PRIMARILY BE USED TO: <input type="checkbox"/> EXPAND SERVICES INTO A NEW GEOGRAPHIC AREA <input type="checkbox"/> OFFER NEW TYPES OF SERVICES <input type="checkbox"/> SERVE ADDITIONAL VICTIM POPULATIONS <input type="checkbox"/> CONTINUE EXISTING SERVICES TO CRIME VICTIMS <input type="checkbox"/> OTHER		6. FOR THIS VICTIM SERVICES PROGRAM INDICATE a. NUMBER OF PAID STAFF _____ (FULL TIME EQUIVALENT) b. HAS THE VICTIM SERVICES PROGRAM RECEIVED A VOLUNTEER WAIVER? <input type="checkbox"/> YES <input type="checkbox"/> NO c. IF NO, INDICATE THE NUMBER OF VOLUNTEER STAFF _____	
7. IDENTIFY ANY OF ALL OF THE VOCA GRANT THAT WILL BE USED TO MEET THE PRIORITY AND UNDERSERVED REQUIREMENTS a. CHILD ABUSE \$ _____ b. DOMESTIC VIOLENCE \$ _____ c. SEXUAL ASSAULT \$ _____ d. UNDERSERVED \$ _____ DUI/DWI CRASHES \$ _____ SURVIVORS OF HOMICIDE VICTIMS \$ _____ ASSAULT \$ _____ ADULTS MOLESTED AS CHILDREN \$ _____ ELDER ABUSE \$ _____ ROBBERY \$ _____ OTHER VIOLENT CRIMES \$ _____		8. TYPE OF IMPLEMENTING AGENCY a. <input type="checkbox"/> CRIMINAL JUSTICE <input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COURT <input type="checkbox"/> PROSECUTION <input type="checkbox"/> CORRECTIONS <input type="checkbox"/> PROBATION <input type="checkbox"/> OTHER b. <input type="checkbox"/> NON-CRIMINAL JUSTICE – GOVERNMENT <input type="checkbox"/> SOCIAL SERVICES <input type="checkbox"/> HOSPITAL <input type="checkbox"/> MENTAL HEALTH <input type="checkbox"/> OTHER <input type="checkbox"/> PUBLIC HOUSING c. <input type="checkbox"/> PRIVATE NON-PROFIT <input type="checkbox"/> HOSPITAL <input type="checkbox"/> SHELTER <input type="checkbox"/> MENTAL HEALTH AGENCY <input type="checkbox"/> RAPE CRISIS <input type="checkbox"/> RELIGIOUS ORGANIZATION <input type="checkbox"/> OTHER d. <input type="checkbox"/> NATIVE AMERICAN TRIBE OR ORGANIZATION <input type="checkbox"/> ON RESERVATION <input type="checkbox"/> OFF RESERVATION	
9. PLEASE PROVIDE THE TOTAL AMOUNTS OF FUNDING ALLOCATED TO VICTIM SERVICES BASED ON THE SUBGRANTEE'S CURRENT FISCAL YEAR BUDGET			
FUNDING SOURCE		CURRENT YEAR AMOUNT	
a. FEDERAL (EXCLUDING VOCA)			
b. VOCA			
c. STATE			
d. LOCAL			
		FUNDING SOURCE	CURRENT YEAR AMOUNT
		e. OTHER	
10. IDENTIFY THE VICTIM(S) TO BE SERVED THROUGH THIS VOCA-FUNDED PROJECT (VOCA GRANT PLUS MATCH)			
	CHILD PHYSICAL ABUSE		ADULTS MOLESTED AS CHILDREN
	CHILD SEXUAL ABUSE		SURVIVORS OF HOMICIDE VICTIMS
	DUI/DWI CRASHES		ROBBERY
	DOMESTIC VIOLENCE		ASSAULT
	ADULT SEXUAL ASSAULT		OTHER VIOLENT CRIMES
	ELDER ABUSE		OTHER
11. CHECK THE SERVICES TO BE PROVIDED BY THIS VOCA-FUNDED PROJECT (VOCA GRANT PLUS MATCH)			
	CRISIS COUNSELING		CRIMINAL JUSTICE SUPPORT/ADVOCACY
	FOLLOW UP CONTACT		EMERGENCY FINANCIAL ASSISTANCE
	THERAPY		EMERGENCY LEGAL ADVOCACY
	GROUP TREATMENT		ASSISTANCE IN FILING COMPENSATION CLAIMS
	CRISIS HOTLINE COUNSELING		PERSONAL ADVOCACY
	SHELTER/SAFE HOUSE		TELEPHONE CONTACTS (INFORMATION & REFERRAL)
	INFORMATION AND REFERRAL (IN-PERSON)		OTHER

VOCA SUBGRANT AWARD INSTRUCTIONS

**THIS REPORT IS
SUBMITTED
ELECTRONICALLY**

VOCA DEFINITIONS

The following words are defined to provide consistency in completing the SAR

Child – A person under the age of 18 or as otherwise defined by State law.

Elder Abuse – Abuse perpetrated by a caretaker upon an elderly individual who depends on others for support and assistance.

Victim Services Program – All services and activities offered on behalf of victims of crime, including the VOCA grant and match.

VOCA Funded Project – VOCA funds plus match.

1.
 - a. **Provide the name and two-line address of the agency receiving the VOCA funds. This item refers to the agency providing the direct services to victims of crime, not a pass through or conduit agency.**
 - b. Provide the name of the Project Director responsible for the VOCA funded project.
 - c. Provide the area code and telephone number.
 - d. List the Congressional district and any other District(s) affected by the VOCA funded program or project.
2. Check the appropriate box.
3.
 - a. Provide the total dollar amount of VOCA funds (do not include match) awarded. Do not report sums less than one dollar
 - b. Provide the Z number assigned to this VOCA award.
 - c. Indicate the date the VOCA funded project begins for the current fiscal year.
 - d. Indicate the date the VOCA funded project ends for the current fiscal year.
4.
 - a. Provide the value of in-kind match.
 - b. Provide the value of cash match.
 - c. Indicate the total match available to this VOCA funded project. Do not include sums less than one dollar.
5. Check the box that indicates how the VOCA funds will primarily be used. If it will be used equally for two or more items select “Other”.
6. Within the victim services program, which includes the VOCA funds and match, indicate the number of paid staff (6.a.) and whether or not a volunteer waiver has been given (7.b.). If “No” indicate the number of volunteer staff. Use full time equivalents when responding to these questions and round fractions to the nearest whole number. These numbers may be estimated or prorated.
7. Indicate the amount of VOCA funds that are allocated to the priority and underserved victims of crime.
8. Check the appropriate boxes that best describe the agency listed in Item 1.
9. Report the total budget available to the victim services program by source of funding. Do not report the entire agency budget unless the entire budget is devoted to victim services. For example, if VOCA funds are awarded to support a victim advocate unit in a prosecutor’s office, then only report the budget for the victims advocate unit. Do not include in-kind match. Do not report sums less than one dollar.
10. Check the box(es) that best identify types of victims the VOCA funded project will serve. “Other” in this category refers to victims of non-violent crime, i.e. burglary, white collar, etc. Please specify.
11. Check the box(es) that best identifies the types of services or activities that will be provided by the VOCA funded project as described below. Report only those services actually provided by the VOCA funded project. Do not report services offered by another agency.

Crisis Counseling refers to in-person crisis intervention, emotional support, and guidance and counseling provided by advocates, counselors, mental health professionals, or peers. Such counseling may occur at the scene of the crime, immediately after a crime, or be provided on an ongoing basis.

Follow-up Contact refers to in-person contacts, telephone contacts, and written communication with victims to offer emotional support, provide empathetic listening, check on victim’s progress, etc.

Therapy refers to intensive professional psychological and/or psychiatric treatment for individuals, couples, and family members related to counseling to provide emotional support in crisis arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.

Group Treatment/Support refers to the coordination and provision of supportive group activities and includes self-help, peer, and social support, etc.

Crisis Hotline Counseling typically refers to the operation of a 24-hour telephone service, 7 days a week, which provides counseling, guidance, emotional support, information and referral, etc.

Shelter/Safe House refers to offering short and long-term housing and related support services to victims and families following victimization.

Information Referral (in-person) refers to in-person contacts with victims during which time, services, and available support are identified.

Criminal Justice Support Advocacy refers to support, assistance, and advocacy provided to victims at any stage of the criminal justice process, to include post-sentencing services and support.

Emergency Financial Assistance refers to cash outlays for transportation, food, clothing, emergency housing, etc.

Emergency Legal Advocacy Refers to filing temporary restraining orders, injunctions, and other protective orders, elder abuse petitions, and child abuse petitions but does not include criminal prosecution or the employment of attorneys for non-emergency purposes, such as custody disputes, civil suits, etc.

Assistance in Filing Compensation Claims includes making the victim aware of the availability of crime victim compensation, assisting the victim in completing the required forms, gathering the needed documentation, etc. It also may include follow-up contact with the victim compensation agency on behalf of the victim.

Personal Advocacy Refers to assisting victims in securing rights, remedies, and services from other agencies; locating financial assistance, intervening with employers, creditors, and others on behalf of the victim; assistance in filing for losses covered by public and private insurance programs including workman’s compensation, unemployment benefits, welfare, etc.; accompanying the victim to the hospital; etc.

Telephone Contact refers to contacts with victims during which time services and available support are identified. This does not include calls during which counseling is the primary function of the telephone call.

Other Refers to other VOCA allowable services and activities not listed.

VOCA ANNUAL OUTPUT REPORT

REPORTING PERIOD: _____ THROUGH _____

The crime victim assistance agency receiving funds under VOCA is required to submit an annual report, for each VOCA project, no later than **July 31** of each **state fiscal year**. The report should be submitted to: Lisa Au at 312 8th Avenue North, Suite 1200, William R. Snodgrass Tennessee Tower, Nashville, TN 37243-1700. Please complete only the blanks that are provided. (DO NOT ADD ANY CATEGORIES.) NUMBERS REFLECTED MUST REPRESENT THE ENTIRE FISCAL YEAR. **Numbers are to reflect ONLY victims served under the VOCA grant not your entire agency.**

Section 1

Agency	State Grant Number
Street Address	City State Zip
Contact person	Phone Number Fax Number

Section 2

Indicate the number of sub-contractual agreements funded from this grant: _____

**EXAMPLE ONLY—THIS
REPORT IS SUBMITTED
ELECTRONICALLY**

Section 3

A. Indicate the number of victims served by your VOCA funded project during the fiscal year. Each victim should be counted only once. **Numbers are to reflect ONLY victims served under the VOCA grant not your entire agency.**

Crime	Number
1. Child Physical Abuse	1.
2. Child Sexual Assault	2.
3. DUI/DWI Crashes	3.
4. Domestic Violence	4.
5. Adult Sexual Assault	5.
6. Elder Abuse	6.
7. Adults Molested As Children	7.
8. Survivors of Homicide Victims	8.
9. Robbery	9.
10. Assault	10.
11. Other (specify):	11.
Total	

B. Provide the total **number of victims** (not number of services provided) receiving each type of service through your project. See instructions for definition of each service. **Numbers are to reflect ONLY victims served under the VOCA grant not your entire agency.**

Service	Number
1. Crisis Counseling	1.
2. Follow-up	2.
3. Therapy	3.
4. Group Treatment/Support	4.
5. Shelter/Safehouse	5.
6. Information/Referral (in person)	6.
7. Criminal Justice Support/Advocacy	7.
8. Emergency Financial Assistance	8.
9. Emergency Legal Advocacy	9.
10. Assistance Filing Compensation Claims	10.
11. Personal Advocacy	11.
12. Telephone Contact Information/Referral	12.
13. Other (specify):	13.

Section 4 **Victim Census**

- A. Indicate the number of victims provided services according to their race or national origin (total must equal the total in Section 3A). Numbers are to reflect ONLY victims served under the VOCA grant not your entire agency.

National Origin	Number
8. European American	1.
9. African American	2.
10. Hispanic	3.
11. Asian or Pacific Islander	4.
12. American Indian	5.
13. Total	6.

- B. Identify each victim served by sex (total must equal the total in Section 3A). Numbers are to reflect ONLY victims served under the VOCA grant not your entire agency.

Sex	Number
4. Female	1.
5. Male	2.
6. Total	3.

- C. Indicate the number of victims served according to age group (total must equal the total in Section 3A). Numbers are to reflect ONLY victims served under the VOCA grant not your entire agency.

Age Group	Number
7. 12 or under	1.
8. 13-17	2.
9. 18-25	3.
10. 26-40	4.
11. 41-60	5.
12. 61 or over	6.
13. Total	7.

PLEASE DO NOT ADD CATEGORIES (SUCH AS OTHER OR UNKNOWN) TO ANY SECTION.

OFFICE OF CRIMINAL JUSTICE PROGRAMS

VOCA ANNUAL OUTPUT REPORT FORM INSTRUCTIONS

Enter the fiscal year annual reporting period.

Section 1

Agency: Enter the name of your agency.

State Grant Number: Enter the grant number (begins with "Z") from your contract.

Street Address: City, State, Zip: Enter the complete address for your agency.

Contact Person: Enter the name, phone number, and fax number of the Project Director.

**EXAMPLE ONLY—THIS
REPORT IS SUBMITTED
ELECTRONICALLY**

Section 2

Indicate the number of subcontracts your project has funded for the entire year.

Section 3

- A. 1-12: Indicate the total number of victims served throughout the grant period (the entire fiscal year) for each line. A victim may only be counted once per year for the same crime. A crime is one incident for which the victim seeks services. For example: a victim of a series of spouse abuse assaults should be counted more than once **only** as a result of separate and unrelated crimes.
- B. Enter the total number of victims (not number of services provided) served by service type for the fiscal year. For example: an agency provides 10 therapy sessions with 10 victims attending. This would be counted as 10 therapy sessions.

VOCA DEFINITIONS

Counseling

Refers to in-person crisis intervention, emotional support, and guidance and counseling provided by advocates, counselors, mental health professionals, or peers. Such counseling may occur at the scene of the crime, immediately after a crime, or be provided on an ongoing basis.

Follow-up

Refers to in-person contacts, telephone contacts, and written communication with victims to offer emotional support, provide empathetic listening, check on victim's progress, etc.

Therapy

Refers to intensive professional psychological and/or psychiatric treatment for individuals, couples, and family members related to counseling to provide emotional support in crisis arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.

Group Treatment/Support

Refers to the coordination and provision of supportive group activities and includes self-help, peer, and social support, etc.

Shelter/Safe House

Refers to offering short and long-term housing and related support services to victims and families following victimization.

Information Referral

Refers to in-person contacts with victims during which time, services, and available support are identified.

Criminal Justice Support Advocacy

Refers to support, assistance, and advocacy provided to victims at any stage of the criminal justice process, to include post-sentencing services and support.

Emergency Financial Assistance

Refers to cash outlays for transportation, food, clothing, emergency housing, etc.

Emergency Legal Advocacy

Refers to filing temporary restraining orders, injunctions, and other protective orders, elder abuse petitions, and child abuse petitions but does not include criminal prosecution or the employment of attorneys for non-emergency purposes, such as custody disputes, civil suits, etc.

Assistance in Filing Compensation Claims

Includes making the victim aware of the availability of crime victim compensation, assisting the victim in completing the required forms, gathering the needed documentation, etc. It also may include follow-up contact with the victim compensation agency on behalf of the victim.

Personal Advocacy

Refers to assisting victims in securing rights, remedies, and services from other agencies; locating financial assistance, intervening with employers, creditors, and others on behalf of the victim; assistance in filing for losses covered by public and private insurance programs including workman's compensation, unemployment benefits, welfare, etc.; accompanying the victim to the hospital; etc.

Telephone Contact

Refers to contacts with victims during which time services and available support are identified. This does not include calls during which counseling is the primary function of the telephone call.

Other

Refers to other VOCA allowable services and activities not listed.

Section 4

- A. Indicate the total number of victims (for the entire fiscal year) receiving services for the year according to their national origin. Please ***do not add*** categories. The total must equal the total in Section 3A.
- B. Indicate the total number of victims (for the entire fiscal year) receiving services by gender. The total must equal the total in Section 3A.
- C. Indicate the total number of victims served (for the entire fiscal year) according to their age category. The total must equal the total in Section 3A. The breakdown for the age groups is as follows:

VOCA YEAR END RECONCILIATION REPORT

AGENCY NAME:	
PERIOD COVERED BY REPORT:	
Z NUMBER:	
FEDERAL AMOUNT:	MATCH AMOUNT:

VOCA PRIORITY AREA	AMOUNT ALLOCATED (FROM SAR)	ACTUAL AMOUNT SPENT
CHILD ABUSE		
DOMESTIC VIOLENCE		
SEXUAL ASSAULT		
PREVIOUSLY UNDERSERVED:		
DUI/DWI CRASHES		
SURVIVORS OF HOMICIDE VICTIMS		
ASSAULT		
ADULTS MOLESTED AS CHILDREN		
ELDER ABUSE		
ROBBERY		
OTHER VIOLENT CRIMES (PLEASE SPECIFY)		

REPORT SUBMITTED BY:

VOCA YEAR END RECONCILIATION FORM INSTRUCTIONS

The Victims of Crime Act Grant (VOCA) requires that each of the four priority areas receive a minimum of 10% of the federal award amount per each fiscal year. The priority areas are: Domestic Violence, Sexual Assault, Child Abuse, and Previously Underserved. The Office of Criminal Justice Programs is responsible for ensuring that VOCA funding is allocated as required to meet federal guideline requirements. Baseline information is collected from the SAR submitted by subrecipients at the beginning of each fiscal year. It is then entered into a federal database and must be maintained as changes occur. In order to guarantee that these requirements are being met, the U.S. Department of Justice Subgrant Award Report Reconciliation Form must be submitted, to OCJP twice a year.

NAME OF AGENCY: Enter the name of your agency as it appears on your VOCA contract.

PERIOD COVERED BY REPORT: Enter the reporting period for which the report is being completed.

Z NUMBER: Enter the Z number from your VOCA contract

FEDERAL AMOUNT: Enter the federal amount of your grant.

MATCH: Enter the match amount of your grant.

**EXAMPLE ONLY—THIS
REPORT IS SUBMITTED
ELECTRONICALLY**

AMOUNT ALLOCATED (FROM SAR): The amount entered for each priority area should reflect the federal amount of your grant only. **Do not include the match in this section.**

1. **DOMESTIC VIOLENCE:** This amount must correspond to the amount noted on the SAR. For example, if there is a dollar amount on the SAR for Domestic Violence, insert the same amount in this box. If this section is blank on the SAR, it should be blank on this form.
2. **SEXUAL ASSAULT:** This amount must correspond to the amount noted on the SAR. For example, if there is a dollar amount on the SAR for Sexual Assault, insert the same amount in this box. If this section is blank on the SAR, it should be blank on this form.
3. **CHILD ABUSE:** This amount must correspond to the amount noted on the SAR. For example, if there is a dollar amount on the SAR for Child Abuse, insert the same amount in this box. If this section is blank on the SAR, it should be blank on this form.
4. **PREVIOUSLY UNDERSERVED:** This amount must correspond to the amount noted on the SAR. For example, if there is a dollar amount on the SAR for Previously Underserved, insert the same amount in this box. If this section is blank on the SAR, it should be blank on this form.

ACTUAL AMOUNT SPENT: The amount entered for each priority area should reflect the actual federal amount of your grant only. **Do not include the match in this section.** The amounts entered MUST correspond with the amounts listed on the SAR that is submitted to OCJP. If your SAR does not have a dollar amount noted for a particular priority area, this section **should not** have an expenditure reported.

1. **DOMESTIC VIOLENCE:** This amount must correspond to the actual expenditures for which the agency has submitted invoices in relation to services for domestic violence victims.
2. **SEXUAL ASSAULT:** This amount must correspond to the actual expenditures for which the agency has submitted invoices in relation to services for sexual assault victims.
3. **CHILD ABUSE:** This amount must correspond to the actual expenditures for which the agency has submitted invoices in relation to services for child abuse victims.
4. **PREVIOUSLY UNDERSERVED:** This amount must correspond to the actual expenditures for which the agency has submitted invoices in relation to services for previously underserved victims.

VOCA BUDGET REVISION FORMS

<http://www.state.tn.us/finance/rds/manuals.htm>

After web page opens please scroll to the bottom of the screen to locate the appropriate fund source and click **VOCA**.

For PRINTED VERSIONS you will need to type the above referenced web site address in your internet explorer address box. Click “Go”. Then follow the instructions above this paragraph.

PROGRAM LOGIC MODEL

Click the link below to be taken to the Logic Model:

<http://www.state.tn.us/finance/rds/logicmodel.pdf>

For PRINTED VERSIONS you will need to type the above referenced web site address in your internet explorer address box and click go.

REQUIRED CLIENT OUTCOME INDICATORS AND MEASURES

Click the link below to be taken to the Client Outcome Indicators and Measures:

<http://www.state.tn.us/finance/rds/coreout.pdf>

For PRINTED VERSIONS you will need to type the above referenced web site address in your internet explorer address box and click go.

SAMPLE VICTIM/COMMUNITY/COLLABORATOR SURVEY

Click the link below to be taken to the Client Satisfaction Survey:

<http://www.state.tn.us/finance/rds/victimshomepage.htm>

After arriving at the web page scroll down to the approximate center of the page. The surveys are listed by Outcome Measure. Click on the appropriate name to see the survey then click print.

For PRINTED VERSIONS you will need to type the above referenced web site address in your internet explorer address box. Click “Go” and follow the instructions listed above.

VICTIM SERVICES CONTRACT PERFORMANCE REVIEW PROCESS

Click the link below to be taken to the Project Management Review Description:

<http://www.state.tn.us/finance/rds/PMR.pdf>

For PRINTED VERSIONS you will need to type the above referenced web site address in your internet explorer address box and click go.

RULES/GUIDELINES FOR OCJP – REQUIRED DATA COLLECTION

Click the link below to be taken to the Rules/Guidelines for OCJP – Required Data Collection:

<http://www.state.tn.us/finance/rds/Rulesfordatacollection.pdf>

For PRINTED VERSIONS you will need to type the above referenced web site address in your internet explorer address box. Click “Go.”

TENNESSEE CRIMINAL INJURIES COMPENSATION PROGRAM INFORMATION

**Tennessee Criminal Injuries Compensation Fund
Division of Claims Administration
9th Floor, Andrew Jackson State Building
Nashville, TN 37243-0243
615-741-2734**

www.treasury.state.tn.us/injury.htm

TENNESSEE CRIMINAL INJURY COMPENSATION PROGRAM

The following information is taken from the Tennessee Criminal Injury Compensation web page.

Criminal Injury Compensation is a program which provides financial help in cases where bodily injury or death results from criminal acts committed against innocent victims. The statutory guidelines for operation of this program may be found in *Tennessee Code Annotated*, Title 29, Chapter 13.

Compensation is provided through the Criminal Injury Compensation Fund of the State of Tennessee. This fund consists of fines, penalties and fees assessed against persons convicted of crimes in Tennessee. Available federal funds are also used. No general tax revenues of the state are used; therefore, persons convicted of crimes support a program to benefit their victims.

ELIGIBILITY

A person may be eligible for benefits under the following circumstances:

- A person who suffered bodily injury as an innocent victim of a criminal act occurring in a state or federal jurisdiction within the borders of Tennessee.
- A resident of Tennessee who was an innocent victim of terrorism or mass violence that occurred outside the territorial boundaries of the United States and the claimant is not eligible for compensation under Title VIII of the Federal Omnibus Diplomatic Security and Antiterrorism Act of 1986.
- A resident of Tennessee who was an innocent victim of a crime that occurred in another state which does not have a compensation program.
- Survivors of a homicide victim for medical and funeral expenses, and, in some cases, dependency and crime scene cleanup. If there are no surviving dependents, the victim's estate may receive compensation for unreimbursed funeral and burial expenses.
- An innocent person who sustained bodily injury or death while attempting to prevent a criminal act or in an attempt to apprehend a person or persons suspected of engaging in a criminal act.
- A person who suffered bodily injury or death as a result of a motor vehicle or watercraft accident caused by a drunk driver or by a driver who intentionally inflicted injury. In some circumstances, a passenger in the vehicle or watercraft driven by the drunk driver may not be eligible for compensation.

A person may not be eligible for benefits under the following circumstances.

- The individual did not assist the appropriate authorities in the investigations and prosecution of crimes.

- The individual contributed to his or her own victimization in any way, such as participating in the criminal act which led to the injury or death.
- The individual was a passenger in a vehicle or watercraft operated by a driver the passenger knew or should have known was legally intoxicated and/or under the influence of a drug of abuse, unless the person is under age 14 or at least 14 years of age but less than 18 and was riding with someone exercising parental control. The fact that the passenger may have been under the influence of alcohol and/or a drug of abuse does not excuse a failure to have known the condition of the driver.
- An award may not be approved in cases where the compensation would benefit the person who committed the crime for which compensation is sought.

In order for a victim to receive Criminal Injury Compensation, he or she must meet the following conditions.

- The victim (or the victim's survivors) must report the crime to the proper authorities within 48 hours after the crime was committed, unless the victim was a minor, or unless good cause can be shown for reporting the crime late.
- The victim must fully cooperate with law enforcement officials in their investigation and prosecution.
- A written claim for benefits must be filed within one year after the date of the criminal act, unless good cause can be established for not doing so.
- Generally, a claimant should be the individual who is legally responsible for the losses not otherwise covered by other resources. If the eligible victim or dependent is under 18 years of age or the eligible victim is proven to be physically/mentally incapable of filing on his own behalf, the person or agency that has legal guardianship would file as the claimant.

BENEFITS

Benefits may vary depending on the date of the crime. The overall maximum benefit currently available under the Criminal Injury Compensation Program is \$30,000.

Benefits are reduced by the amount of any other public or private insurance, workers' compensation benefits, or medical, health or disability benefits which may be available to the victim. Payment by the program is secondary to such other insurance or benefits, regardless of any contract or coverage provision to the contrary, as this is a fund of last resort.

- **Compensation for Medical Expenses**
All reasonable medical expenses arising from a covered injury are reimbursable under the program, up to the maximum award available. Mental health counseling may be available for a victim and, in certain circumstances, for certain relatives of a victim as provided for under program provisions.
- **Compensation for Temporary Total Disability**
Victims whose injuries temporarily prevent them from working are eligible to receive compensation for wages lost due to the injury. Reimbursement for lost wages is

determined in accordance with the criminal injury law. To be eligible for compensation, victims must be employed immediately prior to the injury. The level of compensation varies according to the victim's salary at the time of the injury and the percentage allowable under the criminal injury law.

- **Death Benefits**

Benefits are available to the dependents of a deceased victim, subject to the maximum amounts available under the program. These awards may include up to \$6,000 in reimbursement for funeral and burial expenses and \$3,000 in crime scene cleanup expenses, subject to the overall maximum award amount. Mental health counseling may be reimbursable up to \$3,500 for relatives of the deceased victim of an eligible crime (as defined in criminal injury law), also subject to the overall award amount.

- **Compensation for Permanent Partial or Total Disability**

The program permits compensation to the victim for permanent total or permanent partial disabilities, which result from injuries incurred as the result of a crime. Payment for such disabilities are made in accordance with the criminal injury law and are based on the victim's weekly wage at the time of the injury and other provisions in the law.

- **Compensation for Pain and Suffering**

Persons who are victims of sexually-oriented crimes may be eligible for up to \$3,000, if it is determined that the victim experienced pain and suffering as a result of commission of the crime.

- **Compensation for Crime Scene Cleanup**

Reimbursement may be considered for expenses incurred to clean a residential homicide, sexual assault or aggravated assault crime scene, provided that the cleaning is necessitated by the crime (or processing of the crime scene) and that the residence is that of the victim or a relative (as defined by criminal injury compensation law). Compensation may be available up to \$3,000, subject to the overall maximum award amount.

- **Compensation for Property Loss or Damage**

Reasonable costs may be considered for cleaning, repairing or replacing eyeglasses and hearing aids owned by a victim that were damaged or destroyed by the crime or processing of the crime scene. In addition, reasonable costs may be considered for repairing or replacing personal property owned by the victim or relative of the victim (as defined by statute) that was damaged or destroyed in processing the scene of a homicide, sexual assault or aggravated assault if the scene was the residence of the victim or the relative of the victim who owned the property. Otherwise, expenses related to the loss of or damage to any other property are not eligible for reimbursement except in situations where the eligible crime involves loss of or damage to "dental devices," "medically related devices" or "artificial prosthetic devices."

- **Compensation for Moving Expenses**

A victim's reasonable moving expenses, storage fees, and utility fees when a crime occurs in the victim's residence may be eligible for reimbursement.

- **Compensation for Travel to Trial**
A claimant's reasonable travel expenses to attend the trial, appellate, post conviction or habeas corpus proceedings of the alleged defendant(s) who committed the crime upon which the claim is based, may be eligible for reimbursement. For these purposes, a claimant may be a victim, guardian of a minor victim, legal representative of an estate (not an attorney who serves as such for a fee), or relative as defined by criminal injury law. No claimant may receive an award if he/she is otherwise eligible for payment of travel expenses by the state or a county as a result of attending the trial as a witness. Travel may not exceed a cumulative total of \$1,250 for all claimants and no more than four (4) claimants may receive reimbursement as a result of the "same criminal act."
- **Compensation for Other Losses**
Losses or expenses actually incurred by the victim which are related to the crime but which are not listed above may be approved for reimbursement if deemed appropriate by the Division of Claims Administration.

DETERMINATION OF BENEFITS

After a claim for compensation is filed, a copy is forwarded to the appropriate district attorney general who conducts an investigation of the circumstances surrounding the crime. The Division of Claims Administration reviews the claim and may ask the claimant/victim to provide additional information. Upon receipt of a completed claim form and documentation from the claimant/victim, as well as receipt of the District Attorney's investigation and recommendations, the Division of Claims Administration determines if the claim is compensable and issues payment as allowed by statute.

If a minor child is eligible for compensation, the Division may pay the minor's funds to the Juvenile Court to be deposited into an interest-bearing account until the child turns 18 years of age.

Additional information on the Criminal Injury Compensation Program may be obtained by contacting the district attorney general's office in your county, the U.S. Attorney's Office, or by contacting:

State of Tennessee Treasury Department
Division of Claims Administration
9th Floor Andrew Jackson Building
Nashville, TN 37243-0243

You may download and print a claim form from the Tennessee Criminal Injury Compensation website or request a form at (615) 741-2734, by fax at (615) 532-4979, or by E-mail at:

Criminal.Injury@state.tn.us